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# Example of Patient Services Specialist Cover Letter

9647 Braun Street
Mitchelltown, SC 36072

**Dear Justice Marquardt,**

I would like to submit my application for the patient services specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for assistance to other credit union personnel to assist with proper loan coding and collection of appropriate documentation for insurance needs including changing insurance elections, initiating claims and obtaining premium refunds.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Knowledge of Electronic Medical Records and Centricity System
* Good working knowledge of office practices including grammar, punctuation and spelling
* Prefer experience working in a healthcare environment
* Knowledge of Insurance Web Portals
* Familiar with ICD-10-CM and CPT codes
* Experience in a dental setting and/or higher learning institution
* Comfortable working under minimal supervisor
* Cerner and Athena experience preferred

**Thank you for taking your time to review my application.**

Sincerely,

Gray Halvorson